NAME OF THE ORGANISATION IMPLEMENTING THE PROJECT

***Project name***

**RISK REGISTER**

**by**

**Author**

**Date**

### 

SECTION I

Risk Identification and Assessment

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Table 1. Risk identification and Assessment | | | | | | |
| Project Name :  Team Leader : | | | | Authors:  Date : | | |
| **Risk**  (Critical event that can affect negatively the project course) | | **Likelihood**  1-Very Low  2-Low  3-Average  4-High  5-Very High | **Impact on objectives, scope, quality, cost and schedule** | | **Impact Strength**  1-Very Low  2-Low  3-Average  4-High  5-Very High | **IMPORTANCE**  (Impact X Likelihood) |
| 1 | *Give the risk a name and insert a short but precise description of the risk and its impact on the project..* | ***3-Average***  *Measure its likelihood and comment on it* | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Impact on :** | **1** | **2** | **3** | **4** | **5** | | **Objectives** |  |  |  |  |  | | **Quality** |  |  |  |  |  | | **Cost** |  |  |  |  |  | | **Schedule** |  |  |  |  |  | | | ***4-High***  *Measure its impact and comment on it based on your analysis using the impact matrix* | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Impact** | | | | | | | **Likelihood** | **1** | **2** | **3** | **4** | **5** | | **Very High** |  |  |  |  |  | | **High** |  |  |  |  |  | | **Average** |  |  |  | **X** |  | | **Low** |  |  |  |  |  | | **Very Low** |  |  |  |  |  | |
| 2 |  |  | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Impact on :** | **1** | **2** | **3** | **4** | **5** | | **Objectives** |  |  |  |  |  | | **Quality** |  |  |  |  |  | | **Cost** |  |  |  |  |  | | **Schedule** |  |  |  |  |  | | |  | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Impact** | | | | | | | **Likelihood** | **1** | **2** | **3** | **4** | **5** | | **Very High** |  |  |  |  |  | | **High** |  |  |  |  |  | | **Average** |  |  |  |  |  | | **Low** |  |  |  |  |  | | **Very Low** |  |  |  |  |  | |
| 3 |  |  | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Impact on :** | **1** | **2** | **3** | **4** | **5** | | **Objectives** |  |  |  |  |  | | **Quality** |  |  |  |  |  | | **Cost** |  |  |  |  |  | | **Schedule** |  |  |  |  |  | | |  | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Impact** | | | | | | | **Likelihood** | **1** | **2** | **3** | **4** | **5** | | **Very High** |  |  |  |  |  | | **High** |  |  |  |  |  | | **Average** |  |  |  | **X** |  | | **Low** |  |  |  |  |  | | **Very Low** |  |  |  |  |  | |
| **Risk**  (Critical event that can affect negatively the project course) | |  | **Impact on objectives, scope, quality, cost and schedule** | | **Impact Strength**  1-Very Low  2-Low  3-Average  4-High  5-Very High | **IMPORTANCE**  (Impact X Likelihood) |
| 4 |  |  | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Impact on :** | **1** | **2** | **3** | **4** | **5** | | **Objectives** |  |  |  |  |  | | **Quality** |  |  |  |  |  | | **Cost** |  |  |  |  |  | | **Schedule** |  |  |  |  |  | | |  | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Impact** | | | | | | | **Likelihood** | **1** | **2** | **3** | **4** | **5** | | **Very High** |  |  |  |  |  | | **High** |  |  |  |  |  | | **Average** |  |  |  |  |  | | **Low** |  |  |  |  |  | | **Very Low** |  |  |  |  |  | |
| 5 |  |  | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Impact on :** | **1** | **2** | **3** | **4** | **5** | | **Objectives** |  |  |  |  |  | | **Quality** |  |  |  |  |  | | **Cost** |  |  |  |  |  | | **Schedule** |  |  |  |  |  | | |  | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Impact** | | | | | | | **Likelihood** | **1** | **2** | **3** | **4** | **5** | | **Very High** |  |  |  |  |  | | **High** |  |  |  |  |  | | **Average** |  |  |  |  |  | | **Low** |  |  |  |  |  | | **Very Low** |  |  |  |  |  | |
| 6 |  |  | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Impact on :** | **1** | **2** | **3** | **4** | **5** | | **Objectives** |  |  |  |  |  | | **Quality** |  |  |  |  |  | | **Cost** |  |  |  |  |  | | **Schedule** |  |  |  |  |  | | |  | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Impact** | | | | | | | **Likelihood** | **1** | **2** | **3** | **4** | **5** | | **Very High** |  |  |  |  |  | | **High** |  |  |  |  |  | | **Average** |  |  |  |  |  | | **Low** |  |  |  |  |  | | **Very Low** |  |  |  |  |  | |
| 7 |  |  | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Impact on :** | **1** | **2** | **3** | **4** | **5** | | **Objectives** |  |  |  |  |  | | **Quality** |  |  |  |  |  | | **Cost** |  |  |  |  |  | | **Schedule** |  |  |  |  |  | | |  | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Impact** | | | | | | | **Likelihood** | **1** | **2** | **3** | **4** | **5** | | **Very High** |  |  |  |  |  | | **High** |  |  |  |  |  | | **Average** |  |  |  |  |  | | **Low** |  |  |  |  |  | | **Very Low** |  |  |  |  |  | |



SECTION II

Risk Response Strategy and Risk Management Plan

Table 2: Risk Response Strategy and Risk Management Plan

|  |  |
| --- | --- |
| Project Name :  Team Leader : | Authors:  Date : |

| **Risk**  *(Insert risks that have been evaluated as important)* | | **Potential causes**  *(Describe the causes that can make the risk to happen)* | **Mitigation measures to implement**  *(To prevent, eliminate, avoid, mitigate, accept, etc.)* | **Risk Management Plan** | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Risk indicator (early warning indicator)** | **Person in Charge of implementing the measures** | **Cost of the measures** | **When to implement** |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |  |

SECTION III

Risk Management

Summary Sheets

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Risk Name** | | | | | | | | | | | | |
| Project: | | | Output : | | | | | Activity Code : | | | | |
| **Risk description:** | | | | | | | | | | | | |
| **Risk owner:** | | | | | **Risk Impact** | | | | | | | |
| **Risk potential causes and impact on project course:**  **Stakeholders concerned and affected:** | | | | |  | **Impact :** | | | **Low** | | **Medium** | **High** |
|  | Objectives | | |  | |  |  |
| Quality | | |  | |  |  |
| Cost | | |  | |  |  |
| Schedule | | |  | |  |  |
| Comments on Impact: | | | | | | |
| **Risk Response strategies** | **Person in Charge** | **Cost** | | **When to implement** | **Risk importance** | | | | | | | |
|  |  |  | |  |  | | | **Impact** | | | | |
|  | **Likelihood** | | **Low** | | **Average** | | **High** |
|  | | **High** |  | |  | |  |
|  | | **Average** |  | |  | |  |
|  | | **Low** |  | |  | |  |
| **Risk Early Warning Indicator** | | | | | | | |
| Risk Indicator:  Source of Verification: | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Risk Name** | | | | | | | | | | | | |
| Project: | | | Output : | | | | | Activity Code : | | | | |
| **Risk description:** | | | | | | | | | | | | |
| **Risk owner:** | | | | | **Risk Impact** | | | | | | | |
| **Risk potential causes and impact on project course:**  **Stakeholders concerned and affected:** | | | | |  | **Impact :** | | | **Low** | | **Medium** | **High** |
|  | Objectives | | |  | |  |  |
| Quality | | |  | |  |  |
| Cost | | |  | |  |  |
| Schedule | | |  | |  |  |
| Comments on Impact: | | | | | | |
| **Risk Response strategies** | **Person in Charge** | **Cost** | | **When to implement** | **Risk importance** | | | | | | | |
|  |  |  | |  |  | | | **Impact** | | | | |
|  | **Likelihood** | | **Low** | | **Average** | | **High** |
|  | | **High** |  | |  | |  |
|  | | **Average** |  | |  | |  |
|  | | **Low** |  | |  | |  |
| **Risk Early Warning Indicator** | | | | | | | |
| Risk Indicator:  Source of Verification: | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Risk Name** | | | | | | | | | | | | |
| Project: | | | Output : | | | | | Activity Code : | | | | |
| **Risk description:** | | | | | | | | | | | | |
| **Risk owner:** | | | | | **Risk Impact** | | | | | | | |
| **Risk potential causes and impact on project course:**  **Stakeholders concerned and affected:** | | | | |  | **Impact :** | | | **Low** | | **Medium** | **High** |
|  | Objectives | | |  | |  |  |
| Quality | | |  | |  |  |
| Cost | | |  | |  |  |
| Schedule | | |  | |  |  |
| Comments on Impact: | | | | | | |
| **Risk Response strategies** | **Person in Charge** | **Cost** | | **When to implement** | **Risk importance** | | | | | | | |
|  |  |  | |  |  | | | **Impact** | | | | |
|  | **Likelihood** | | **Low** | | **Average** | | **High** |
|  | | **High** |  | |  | |  |
|  | | **Average** |  | |  | |  |
|  | | **Low** |  | |  | |  |
| **Risk Early Warning Indicator** | | | | | | | |
| Risk Indicator:  Source of Verification: | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Risk Name** | | | | | | | | | | | | |
| Project: | | | Output : | | | | | Activity Code : | | | | |
| **Risk description:** | | | | | | | | | | | | |
| **Risk owner:** | | | | | **Risk Impact** | | | | | | | |
| **Risk potential causes and impact on project course:**  **Stakeholders concerned and affected:** | | | | |  | **Impact :** | | | **Low** | | **Medium** | **High** |
|  | Objectives | | |  | |  |  |
| Quality | | |  | |  |  |
| Cost | | |  | |  |  |
| Schedule | | |  | |  |  |
| Comments on Impact: | | | | | | |
| **Risk Response strategies** | **Person in Charge** | **Cost** | | **When to implement** | **Risk importance** | | | | | | | |
|  |  |  | |  |  | | | **Impact** | | | | |
|  | **Likelihood** | | **Low** | | **Average** | | **High** |
|  | | **High** |  | |  | |  |
|  | | **Average** |  | |  | |  |
|  | | **Low** |  | |  | |  |
| **Risk Early Warning Indicator** | | | | | | | |
| Risk Indicator:  Source of Verification: | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Risk Name** | | | | | | | | | | | | |
| Project: | | | Output : | | | | | Activity Code : | | | | |
| **Risk description:** | | | | | | | | | | | | |
| **Risk owner:** | | | | | **Risk Impact** | | | | | | | |
| **Risk potential causes and impact on project course:**  **Stakeholders concerned and affected:** | | | | |  | **Impact :** | | | **Low** | | **Medium** | **High** |
|  | Objectives | | |  | |  |  |
| Quality | | |  | |  |  |
| Cost | | |  | |  |  |
| Schedule | | |  | |  |  |
| Comments on Impact: | | | | | | |
| **Risk Response strategies** | **Person in Charge** | **Cost** | | **When to implement** | **Risk importance** | | | | | | | |
|  |  |  | |  |  | | | **Impact** | | | | |
|  | **Likelihood** | | **Low** | | **Average** | | **High** |
|  | | **High** |  | |  | |  |
|  | | **Average** |  | |  | |  |
|  | | **Low** |  | |  | |  |
| **Risk Early Warning Indicator** | | | | | | | |
| Risk Indicator:  Source of Verification: | | | | | | | |